

Approved For Release 2000/04/14 : CIA-RDP78-03568A000300070012-8

OFFICE OR STAFF OFFICE OF THE DIRECTOR		OFFICE CODE A	REQUEST DATE 7/15/52	APPROVAL DATE Security Information	CONTROL NO. 91	Page 1 of 2 Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)
OFFICE OF THE DIRECTOR			OFFICE OF THE DIRECTOR				
Secretary (Steno)	GS-318 5	A 13	Secretary (Steno)	GS-318 7	A 113		
Clerk (Stenography)	GS-301 5	A 14	Secretary (Steno)	GS-318 7	A 114		
			Secretary (Steno)	GS-318 7	A 115		
			(To appear on T/O immediately after position A 12)				
			Adm Of (Asst to Dir)	GS-301 15	A 112		
			(To appear on T/O immediately after position A 5)				
Concurrence has been received from the Office of the Director.							
JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 10 NO CHANGE IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. JUST. NEXT REV DATE _____ REV DATES 11/1/77 REVIEWER 11/1/77 TYPE DOC. OF NO. PGS. 3 CREATION DATE _____ ORG COMP. 31 OPI 32 ORG CLASS C REV CLASS 4 REV COORD. _____ AUTH: HR 703							
NEW OFFICE TOTALS			APPROVAL				
Dept. Name Fld. For UV 1A2 Total			The T/O changes listed above are hereby approved. Please make changes on office until new machine printed T/O page(s) is Chief, Classification & Wage TITLE				

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Chief, Personnel Studies and Procedures Staff      DATE: 15 July 1952  
FROM : Acting Chief, Classification and Wage Division  
SUBJECT: Revision of T/O for Office of the Director.

1. Reference is made to the attached memorandum, dated 11 July 1952, from the Assistant to the Director [REDACTED] concerning the request for the establishment of a new position in the Office of the Director, CIA.

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2. The duties and responsibilities of the proposed position have been reviewed by this Division and the position has been classified as Administrative Officer (Assistant to the Director), GS-301-15.

3. The Director's Office also requested by telephone conversation on 14 July 1952, that we initiate a request for the establishment of a position to provide secretarial assistance to the incumbent of the Administrative Officer position. The position has been classified as Secretary (Steno), GS-318-7.

4. Upon verbal request from the Director's Office, classification review of two existing secretarial positions has been effected. On the basis of the current duties and responsibilities, each of the positions has been classified as Secretary (Steno), GS-318-7.

5. Copies of Form 30-25, reflecting the classifications of these four positions are attached. It is requested that action be expedited in securing the required concurrences in view of the proposed intra-Agency transfer of [REDACTED] on 15 July 1952.

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GCS/nf

## Attachments:

1. Memo from [REDACTED], dated 11 July 1952, subject "Creation of New Position in Office of the Director"
2. Eight copies of Form 30-25

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*Verbal approval from Compt. 7/15/52*

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